**Need to Know – Form B**

**Informing the Director about a Serious or Significant Incident or Issue Relating to a Member of the Children’s Workforce.**

1. **Basic Information**

|  |  |
| --- | --- |
| **Name of Worker** |  |
| **Job Role** |  |
| **Place of Work** |  |

1. **What has happened?** (Please give brief, concise details of the incident, or the allegation, including dates and times. In relation to any allegations, please include details of any child victims and any other children who need to be kept safe (e.g. any children in the family). Where there has been a serious assault of, or serious threats made to, a member of staff, please include brief details of the perpetrator (e.g. child and current status, parent etc)
2. **What actions have been taken to date?** (For example, court action, urgent professionals meeting, removal of child, reporting to police, notification to Ofsted etc and which senior managers have been informed/involved).
3. **What ‘next steps’ are planned?** (What next, immediate actions are planned, by whom and when)
4. **Media Interest:** Is there current, or likely immediate, media interest in the incident/issue? If so, has the Council’s Media Team been alerted (email - press.office@hullcc.gov.uk)
5. **Brief Overview of Current/Recent Background & Involvement**
6. **Which other agencies/professionals are involved with this incident/issue?**

|  |  |
| --- | --- |
| **Agency** | **Name & Email Address of Key Contact** |
| **Employer (or direct line manager if Council employee)** |  |
| **Police (if currently involved in investigating the incident/issue)** |  |
| **Any Other (please list)** |  |

1. **Completion and Submission**

**Name of Person Completing Form:**

**Job Role of Person Completing Form:**

**Date of Completion & Submission:**

**Updates of the ‘Need to Know’**

Please use the space below to provide relevant updates on serious and significant incidents and issues as and when this is needed. Additional ‘Updates’ can be added to the form as required.

**Update 1:**

**What has happened since the initial ‘Need to Know’?** (Brief details)

**Date of update:**

**Name & Role of Person Providing Update:**

**Update 2:**

**What has happened since the most recent update?** (Brief details)

**Date of update:**

**Name & Role of Person Providing Update:**